

February 2017 v2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 DW reports and/ or CFS Production reports complete month-end data LABOR: Reverse Jan Month-end Estimate Normal DW refresh	2 LABOR: PP01 Normal DW refresh	3 LABOR: PP01 SURCHARGES Normal DW refresh	4 Normal DW refresh
5	6 Normal DW refresh	7 CFS GL MONTH END FINAL CLOSING January 2017 Normal DW refresh	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh
12	13 LABOR: PP02 Normal DW refresh	14 LABOR: PP02 SURCHARGES Normal DW refresh	15 Normal DW refresh	16 Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh
19	20 HOLIDAY Normal DW refresh	21 Normal DW refresh	22 LABOR: Feb Month-end Estimate SURCHARGES CA O/U Reversal – Part C Normal DW refresh	23 Normal DW refresh	24 LABOR: Feb NOAA CORPS DISBURSEMENTS: Last run for Feb SLTs SLTs to be approved for Feb are due to FMB by 4:00 pm ET Normal DW refresh	25 Normal DW refresh
26	27 SLTs 12:00 noon ET Final Approval CA SURCHARGES processed prior to the “6 AM” closing Normal DW refresh	28 CFS GL MONTH END PRELIM CLOSING 6:00 AM ET Close AP,PR, PO WIP CA O/U Process. 12:00 AM ET Close other modules Normal DW refresh				

Please note: February 2017 GL Closing will start on February 28, 2017 at 6 am

6 AM Closing

Tier ONE modules will be placed in **PRELIMINARY** close for the **February 2017 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

Please note: AR is open for WIP only. No other AR transactions.

12 Noon Closing

Tier TWO modules will be placed in **PRELIMINARY** close for the **February 2017 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process: 7:00 AM ET on Tuesday February 28, 2017
- GJ – General Journal (GJs may be entered until 12 noon)
- GL – General Ledger